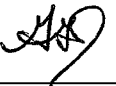

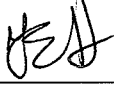
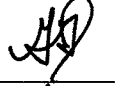


CITY  OF  LAS VEGAS		Public Works Department			Procedure No.:
		City Engineering Division			PWOIT – MT 101
		Offsite Inspection and Testing Section			
		Procedure:			Page 1 of 5
Submittal of Report					
Revision Number	Prepared By	Reviewed By	Approved By	Date Issued	
0	GGJ	GGJ	DM	GGJ	
Date	11-5-02	8-25-02	1-3-03	1-3-03	
1	GGJ	GGJ	DM	GGJ	
Date	2-3-03	4-10-03	1-13-04	1-13-04	
2	GGJ	GGJ	TEH	GGJ	
Date	11-8-05	11-29-05	11-29-05	11-29-05	
3	GGJ	GGJ	TEH	GGJ	
Date	3-7-07	3-8-07	3-8-07	3-8-07	
4	GGJ	GGJ	TEH	GGJ	
Date	7-16-08	9-24-08	10-13-08	10-13-08	
5					
Date	3-8-10	6-22-10	6-28-10	6-28-10	
Date					
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Date					



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# DEPARTMENT OF PUBLIC WORKS CITY ENGINEER DIVISION Offsite Inspection and Testing Section

## City of Las Vegas Submittal of Report Procedure No. PWOIT-MT 101 Revision 5

*The italicized and underlined sections of this policy note Revision 5 changes.*

### 1.0 PURPOSE:

- 1.1 This policy establishes the guidelines for the submission and review of a construction phase report by the project developer or their representative, the project Quality Control Company (QC). A material report is defined as a recommendation and / or verification from a Professional Engineer to the City of Las Vegas (CLV), Offsite Inspection and Testing Section (OIT), which verifies / modifies previously approved plans or reports and / or is required by the approved Project Documents and current City of Las Vegas, OIT policies / procedures.

### 2.0 REFERENCE CODES AND STANDARDS:

#### 2.1 Associated CLV Procedures:

- 2.1.1 MT 102 Type III Pipe Zone Backfill Material Report.
- 2.1.2 MT 103 Utility Trench Backfill Material Report.
- 2.1.3 MT 104 Trench Backfill Report.
- 2.1.4 MT 105 Pavement Section Design Verification Report
- 2.1.5 MT 106 Native Soil-In-Lieu of (NILO) Imported Aggregate Subbase Material Report.
- 2.1.6 MT 107 Offsite Grading Report.

### 3.0 STATEMENT OF POLICY:

#### 3.1 Submittal:

- 3.1.1 All submittals should be sent to the attention of the Construction Testing Supervisor and delivered to the City of Las Vegas, Offsite Inspection and Testing, 3001 Ronemus Drive, Las Vegas, Nevada, 89128.
- 3.1.2 A completed Report Submittal form shall accompany each report submittal.
- 3.1.3 Only reports for one (1) project can submitted per submittal form.
- 3.1.4 Different report types cannot be combined into one (1) report.
- 3.1.5 Two (2) copies of the report shall be included at the time of submission. The reports shall consist of a minimum of one (1) original document "Wet Stamped" by the Engineer of record and the second copy may be an original document or "photo-copy" of the original document.

- 3.1.6 The developer information required is for the developer of the project. That may or may not be the QC company client.
- 3.1.7 Incomplete or incorrect information on the submittal form and / or report may delay the review / approval process.
- 3.1.8 Form Attachment 1 has the general format to be used for a submittal sheet with the minimum required information.

## 3.2 **REVIEW:**

### 3.2.1 **Submittal/Report Receipt:**

- 3.2.1.1 When the submittal, with the report, has been received and logged into the tracking system, the report should be reviewed within three (3) working days from the time the reviewer receives the submittal and report. If the submittal and / or the report have missing information, incorrect information, or information that is in question, the time frame for the review and approval process may be longer than the three (3) working days.

### 3.2.2 **Report Review:**

- 3.2.2.1 Acceptance or rejection of the report will be based on the report content and on the Engineer's recommendation. The results of the review will initiate one to the following actions:

### 3.2.3 **Conditional Approval:**

- 3.2.3.1 The report has been accepted by the City of Las Vegas. An acceptance letter will be generated. All construction materials are still subject to inspection and / or testing by the City of Las Vegas or their designee. Any material encountered that does not conform to the engineering characteristics of those materials / processes recommended or required for use shall be removed and replaced with acceptable material / processes at no cost to the City of Las Vegas.

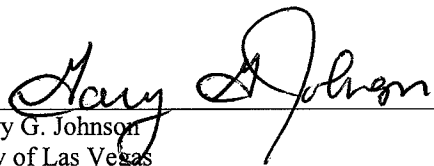
### 3.2.4 **Amend / Resubmit:**

- 3.2.4.1 The submittal / report do not meet the requirements or the materials are substantially non-compliant for their proposed use; or more information is required. The work scope that is pertinent to the submitted report cannot proceed for the project until the report is amended, resubmitted and conditional approval granted.
- 3.2.4.2 When a report requires amendment and resubmittal, the general item(s) to be amended or in question may be noted on the Review Sheet faxed to the developer and Quality Control Company. Specific questions on correction requirements can be addressed over the phone with the reviewer prior to resubmittal of the report.

#### 4.0 EFFECTIVE DATE AND APPROVALS:

EFFECTIVE DATE: July 1, 2010

 6-28-10  
Thomas E. Hayes, P.E. Date  
City of Las Vegas  
Land Development / Offsite Inspection and Testing Manager

 6-28-10  
Gary G. Johnson Date  
City of Las Vegas  
Construction Testing Supervisor

<b>REPORT SUBMITTAL FORM</b>
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CLV Project Name: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

CLV Project / Permit Number: \_\_\_\_\_

CLV Plan Number: \_\_\_\_\_

CLV Offsite Inspector's Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

<b>Project Developer Contact Information</b>	<b>Approved Project Geotechnical Investigation Report</b>
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Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Company: \_\_\_\_\_

Report Name: \_\_\_\_\_

Address: \_\_\_\_\_

Report Number: \_\_\_\_\_

Report Date: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Fax Number: \_\_\_\_\_

<b>REPORT TYPE</b>
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<p style="text-align: center;"><b><u>UTILITY TRENCHES</u></b></p> <p><b>Pipe Zone Backfill</b></p> <p>Type 3 Pipe Zone Backfill</p> <p>__ a. Interim Type 3 Pipe Zone Backfill</p> <p>__ b. Final Type 3 Pipe Zone Backfill</p> <p><b><u>Utility Trench Backfill Material</u></b></p> <p>__ a. Interim <u>Utility Trench</u> Backfill <u>Material</u></p> <p>__ b. Final <u>Utility Trench</u> Backfill <u>Material</u></p> <p><b>Trench Backfill Verification</b></p> <p>__ a. Interim Trench Backfill Verification</p> <p>__ b. Final Trench Backfill Verification</p>	<p style="text-align: center;"><b><u>PAVEMENT DESIGN</u></b></p> <p><b>Pavement Section Design Verification</b></p> <p>__ a. Interim Pavement Section Design Verification</p> <p>__ b. Final Pavement Section Design Verification</p> <p style="text-align: center;"><b><u>OFFSITE GRADING REPORT</u></b></p> <p>__ a. Interim Subgrade Verification Report – Curb and Gutter Subgrade or NILO Type 1 <b>ONLY</b></p> <p>__ b. Interim Subgrade Verification Report – Street Subgrade <b>ONLY</b></p> <p>__ c. Interim Subgrade Verification Report – Curb and Gutter Subgrade or NILO Type 1 <b>AND</b> Street Subgrade</p> <p>__ e. Interim Offsite Grading Report</p> <p>__ f. Final Offsite Grading Report</p>
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